

REPORTS INVENTORY						CONTROL NO. <i>DD5/oc-007</i>	
<b>PREPARE IN DUPLICATE</b>							
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Review of OC Office of Primary Interest Forms</b>						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		1 ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		2 <b>COMMUNICATIONS</b>	
4. NO. OF COPIES PREPARED <b>3</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Annually</b>				6. DISTRIBUTION (No. of components not number of copies) <b>1</b>	
7. FORMAT (memorandum, form, computer print-out, etc.) <b>Memorandum</b>		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.				9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>OC-RMS</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>OC-SCD</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>Feeder to OC-RMS</b>			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-07	\$3.89		2		\$7.78		1/year = \$7.78
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
<b>TOTAL COSTS PER YEAR</b>						<b>\$7.78</b>	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							